# Glossary of Terms used by Finance

**C**

CAFR *Comprehensive Annual Financial Report* (sometimes referred to as audited financial statements) – An annual financial report on assets, liabilities, revenues, and expenditures prepared in a standardized format that must conform to the Government Accounting Standards Board (GASB) accounting and financial reporting standards. The CAFR describes what actually was spent and the status of assets and liabilities at the end of the fiscal year.

CIP *Capital Improvements Program* – A ten-year plan to identify improvement projects and relevant funding sources that may result in major capital expenditures.

*Connect*Oregon *Connect*Oregon is a lottery-bond-based initiative ($42 million) approved by the Oregon Legislative Assembly to invest in air, rail, marine, bicycle, pedestrian, and transit infrastructure to ensure Oregon's transportation system is strong, diverse, and efficient.

COA *Comprehensive Operations Analysis* – A detailed study of a transit system designed to identify existing strengths, areas for improvement and options to improve efficiency and increase usage.

**D**

Defined Benefit Plan A type of pension plan in which an employer promises a specified monthly benefit on retirement that is predetermined by a formula based on the employee's earnings history, tenure of service and age, rather than depending on investment returns.

Defined Contribution Plan A type of retirement plan in which the amount of the employer's annual contribution is specified. Individual accounts are set up for participants and benefits are based on the amounts credited to these accounts (through employer contributions and, if applicable, employee contributions) plus any investment earnings on the money in the account.

DHS *Department of Human Services* (State of Oregon)

Diamond Express Service introduced in March 2003 that makes an intercity connection between Oakridge and Eugene-Springfield three times each weekday with curb-to-curb service on the mid-day run. Coordinated through Accessible Services and funded with grants from federal Section 5311 Intercity Passenger Program, Special Transportation Fund, and local contribution.

DMAP *Division of Medical Assistance Programs* (State of Oregon) - DMAP, part of the Oregon Health Authority (OHA), determines policy and Oregon Administrative Rules for medical assistance programs. It is responsible for Title XIX and Title XXI State Plans, informs clients and providers about policy and rule changes that affect OHA services, and pays claims and contracted payments for covered health care services.

DOL *Department of Labor* (Federal)

DOR *Department of Revenue* (State of Oregon)

DOT *Department of Transportation* (Federal)– A cabinet-level agency with responsibility for highways, mass transit, aviation, and ports; headed by the Secretary of Transportation. The DOT includes the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA), among others.

**E**

EmX (pronounced “MX”) The name given to LTD’s bus rapid transit system; short for Emerald Express.

**F**

Fare Management System Automated system to manage sales, collection, and tracking of fare media while providing access and convenience for the customers.

Fixed-Route Service Fixed-route is the traditional term for bus service that operates on a specific schedule and along a consistent route. An alternative to fixed-route service would be demand-responsive service where routing and scheduling are created daily based upon the individual needs of riders.

FTA *Federal Transit Administration* – An administration in the U.S. Department of Transportation that assists in developing improved mass transportation methods, techniques, facilities, and equipment; encourages planning and establishment of urban mass transportation systems; and assists states and local governments and their authorities in financing urban mass transportation systems.

FTN *Frequent Transit Network* – Projects encompass the planning, design, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.

**G**

GASB *Governmental Accounting Standards Board* – An accounting industry organization, part of the Financial Accounting Foundation, that issues Statements of Financial Accounting Standards that define and govern generally accepted accounting principles (GAAP) for state and local government entities in the United States.

GFOA *Government Finance Officers Association* – A national group responsible for issuance of the Certificate of Achievement for Excellence in Financial Reporting.

**H**

HRA *Health Reimbursement Account* – A tax-deferred arrangement (account) that is paid for solely by the employer, which reimburses the employee for medical care expenses incurred by the employee, employee spouse, and dependents. Amounts not used in a calendar year can be rolled over into consecutive calendar years, and therefore accumulate over time.

**L**

LC *Leadership Council* – LTD’s management team, which consists of the Strategic Team and managers of groups of employees. This group addresses issues of the day.

LCC *Lane Community College*

LCOG *Lane Council of Governments* – A voluntary organization of local governments that strives for comprehensive, regional planning.

Local Budget Law State of Oregon statutory requirements governing the budget process, as detailed in Oregon Revised Statutes (ORS) 294.305‑565.

**M**

Medicaid Fund A fund within LTD’s budget that includes transactions for transportation services provided under Medicaid for eligible participants.

Medicaid Waivered Transportation for Medicaid recipients who have a qualifying care

Non-medical plan managed by a Senior and Disabled Services Case Manager under a Medicaid waiver. A certain amount of local transportation supports people staying in their homes or other community setting rather than residing in a nursing care facility. Also called community-based transportation within the RideSource Call Center and is one of the services offered.

Mobility Management Making innovative use of the transit resources to respond to the demands of customers, which may include: providing non-traditional services such as vanpool, ride-share, or demand-responsive services; implementing technologies that increase travel options or convenience; providing information on all modes and ridesharing at a single call center; or influencing land use in favor of transit.

MPC *Metropolitan Policy Committee* – An intergovernmental committee created for problem solving and to resolve intergovernmental disagreements between the Cities of Eugene and Springfield, and Lane County.

MTIP *Metro Transportation Improvement Program* – A federally mandated planning document that lists highway and transit projects for the region, approved by the MPC, and submitted to the state for inclusion in the State Transportation Improvement Program (STIP).

MPO *Metropolitan Planning Organization* – A federally required transportation planning body responsible for the regional transportation plan and the MTIP in its region: Lane Council of Governments (LCOG) is the designated MPO for this region.

MTM *Medical Transportation Management­ -* Contractor providing Ride*Source* Brokerage operations. Medical Transportation Management, Inc., manages ADA and NEMT transportation and related services for systems across the US.

**N**

NEMT *Non-Emergent Medical Transportation* – Trips provided through the Ride*Source* Call Center for persons qualified for Oregon Health Plan Plus (OHP+) and who have no other reliable means of getting to and from Medicaid-covered medical services.

NTD *National Transit Database* – The system through which the Federal Transit Administration (FTA) collects uniform transit data needed by the Secretary of Transportation to administer department programs. The data consist of selected financial and operating data that describe public transportation characteristics. Recipients of FTA Urbanized Area Formula Program (Section 5307) and Nonurbanized Area Formula Program (Section 5311) are required by statute to submit data to the NTD.

**O**

ODOT *Oregon Department of Transportation* – A department of the Oregon state government responsible for systems of transportation.

OMB *Office of Management and Budget* – The office within the executive branch of the federal government that prepares the President's annual budget, develops the federal government's fiscal program, oversees administration of the budget and reviews government regulations.

OPEB *Other Post-Employment Benefits –* Benefits received by an employee when he or she begins retirement, including health care and life insurance premiums, and deferred compensation. It does not include pension benefits.

Operating Revenues:

 *Cash fares* Revenues from cash fares and daily, monthly, and three-month passes.

 *Group pass* Revenues from group pass programs with businesses such as ASUO and Symantec.

Ops *Transit Operations* (LTD) – An LTD work group.

OPTIS *Oregon Public Transit Information System* - An electronic web-based software program used for managing ODOT Public Transit Division grants.

Other Revenues:

 *Special services* Revenues for contracted transit services (e.g., additional service for the University of Oregon and additional frequency of service to Lane Community College).

 *Payroll taxes* Revenues generated from tax imposed on employers within the transit district based on the employer's payroll.

 *Self-employment taxes* Revenues generated from tax imposed on self-employed individuals within the transit district based on the individual's non-excluded federal Schedule SE income.

 *State-in-lieu* *taxes* Revenues from the State of Oregon in lieu of payment of employer payroll taxes.

 *Other operating grants* Revenues from grants for non-capital expenditures such as preventive maintenance.

**P**

P2P *Point2point* -- A grant-funded program housed at Lane Transit District
charged with the coordination and implementation of many of the region’s Transportation Options strategies.

P-card             *Purchasing Card* – A charge card issued to employees that works in a similar way to credit cards and can be used to purchase goods or services.

Paratransit Alternatives to traditional modes of public transit such as bus and rail. Often refers to flexibly scheduled and routed transportation services using small buses or minivans. LTD’s paratransit services are coordinated under the Ride*Source* Call Center.

Park & Ride Program A program funded by Point2point to maintain existing sites and identify potential new sites where drivers can park their cars and either take a bus, walk, ride a bike, or meet a carpool.

Passenger Boarding Occurs when a customer boards the bus.

Passenger Miles The total number of miles traveled by passengers on transit vehicles; calculated by accumulating the total for all trip segments resulting from multiplying the number of passengers determined to be on board for each trip segment by the length of the trip segment.

PM *Preventive Maintenance –* The maintenance of LTD assets to keep those assets in a state of good repair.

Proposed Budget Version of the budget presented by management to the Budget Committee.

**R**

Reduced Fare Program A federally mandated program that requires transit districts to charge older adults and persons with disabilities one half the adult cash fare during off-peak hours.

Revenue Hours The period of time a bus is in service, boarding and deboarding customers.

Rhody Express A local public transit service operating in Florence coordinated through Accessible Services. Funded under Section 5311 Rural General Public Program, Special Transportation Fund, and City of Florence.

Rideshare Program A program funded by Point2point to promote sharing of one vehicle by two or more commuters. (See Carpool/Vanpool.)

Ride*Source* ADA Service LTD paratransit services for people with disabilities who are unable to use regular fixed-route services as mandated under the Americans with Disabilities Act of 1990.

Ride*Source* Call Center LTD-administered call center that integrates human services and public transportation for older adults, people with disabilities and person of low income using a single telephone number. Provides integrated call taking, billing, scheduling, and dispatch services.

**S**

Smart*Trips* An individualized marketing program that promotes available transportation options to households and businesses living within a target neighborhood or geographic boundary.

Small Starts A new category within the New Starts program for a fixed-guideway project with a total cost of less than $250 million and a maximum cost of $75 million New Starts grant funding.

SOV *Single-Occupant Vehicle* – A vehicle with one occupant, the driver, who is sometimes referred to as a “drive alone.”

Special Services Revenues for contracted transit services (e.g., event shuttles to fairs and sporting events) and purchased charter services (e.g., shuttles for a private group).

SRTS *Safe Routes to School* - A nationwide program model implemented in the Eugene, Springfield, and Bethel school districts to increase the number of students walking and biking to school.

STF *Special Transportation Fund Program for the Elderly and People with Disabilities* – State of Oregon program funded by a tax on tobacco products and other state resources.

STIP *Statewide Transportation Improvement Plan* – Outlines the state’s transportation capital improvement program, listing proposed construction projects for a four-year period. The STIP meets the requirements of MAP-21, the federal act providing funds to states for transportation projects. The STIP is not a planning document. It is a project prioritization and scheduling document.

STP *Surface Transportation Program* -- Federal flexible funding that allocates a share of federal highway funds to state and local governments for road and transit-related projects.

STP-U *Surface Transportation Program - Urban* – STP funds specifically allocated to the Eugene-Springfield urbanized area.

STS *Statewide Transportation Strategy* – A long-term vision to reduce transportation-related greenhouse gas (GHG) emissions and increase the region’s energy security through integrated transportation and land use planning through 2050.

Supplemental Budget A requirement of Oregon Budget Law when a proposed change to an adopted budget in expenditure appropriation is 10 percent or more in a fund. A Supplemental Budget requires published notification to citizens as to the date and time of a public hearing on the proposed changes.

**T**

TAM *Transit Asset Management* – An FTA business model that prioritizes funding based on the condition of transit assets, in order to achieve or maintain transit networks in a state of good repair.

TPC *Transportation Planning Committee* – A Lane Council of Governments committee that undertakes the technical activities necessary for the continuing comprehensive and cooperative transportation planning process in the Central Lane Metropolitan Planning Organization (CLMPO) area, as described in the Unified Planning Work Program (UPWP).

TrAMS TrAMS is the Transit Award Management System, FTA’s platform to award and manage federal grants.  The TrAMS system maintains information on each recipient organization and the organization’s compliance with eligibility requirements for awards, and tracks individual users within the organization.  TrAMS is a web-based tool developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide FTA with a method to approve, control, and oversee the distribution of funds.

**U**

Unemployment Rate Economic indicator that calculates the percentage of unemployed workers as compared to total employment.

UZA *Urbanized Area* – A U.S. Bureau of Census designed area of 50,000 or more inhabitants consisting of a central city or two adjacent cities plus surrounding densely settled territory, but excluding the rural portion of cities.

**V**

Vanpool Program to coordinate intercity commuter transit utilizing a 7- to 15‑passenger van driven by one of the commuters.

VEBA *Voluntary Employee Beneficiary Association* – Employer-paid union employee benefit to assist with co-pays, deductibles, and other health care related costs incurred by the employee.

**W**

EmX West Anextension of the EmX Line that connects downtown Eugene and the West 11th Avenue area.